



OPEN SPOT – CYPRESS, GLENDALE CRIMINAL INVESTIGATOR, DTSC DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: JULY 20, 2007

WHO SHOULD APPLY: Persons who meet the "minimum qualifications" stated below.

NO WRITTEN TEST IS REQUIRED: The entire examination will consist of an interview. This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

HOW AND WHERE TO APPLY: Applications are available at the address shown below and at the State Personnel Board web site at <http://forms.spb.ca.gov>.

To learn more about the testing arrangements, contact the testing office shown below. Applications personally delivered or received via interoffice mail must be received and stamped by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Applications received after the final filing date will not be accepted for any reason. Applications are available and may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679 CALNET 8-473-2679
TDD (916) 327-7798 CALNET 8-467-7798

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL INTERVIEWS: It is anticipated that interviews will be held during August 2007. Ordinarily, these interviews are scheduled in Cypress and Glendale. However, locations of interviews may be changed as conditions warrant.

SALARY RANGES: Range A: \$3774 - 4333 Range B: \$4308 - 5187 Range C: \$4727 - 5705

Experience gained outside State Service may be credited only if the appointing powers believe the experience was satisfactory and equivalent in the type and quality to that of the class to which the incumbent is being appointed.

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: This range shall apply to persons who have satisfactorily completed the equivalent of 12 months experience in Range A of the same class, and may apply to persons who have the equivalent of 12 months of satisfactory experience outside of State service performing duties similar to those of the class.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: Under the direction of a Supervising Criminal Investigator the incumbent; Investigates criminal violations pertaining to the California Hazardous Waste Control Law; Interviews suspects and witnesses; Gathers, assembles, preserves evidence and writes reports, statements, or affidavits; Cooperates with and secures the cooperation of federal, State, and local law enforcement agencies; Serve subpoenas, search, arrest and inspection warrants, make arrests, prepares correspondence and Statements of Facts; Testifies in court or at hearings; and to do other related work.

Position(s) exist with the Department of Toxic Substances Control in Cypress and Glendale.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS: Either I

1. Equivalent to graduation from college with a major in criminal justice, law enforcement, police science, administration of justice, or criminology; **OR**
2. A minor (21 semester units or 31.5 quarter units) in criminal justice, law enforcement, police science, administration of justice, or criminology with evidence that the following courses or their equivalent have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law.

(Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II: Two years of peace officer experience (defined in Sections 830.1, 830.2, or 830.3 of the California Penal Code) performing criminal investigative work as part of the regular law enforcement activity and possession of a current Peace Officer Standards and Training (POST) Basic or Specialized Basic Law Enforcement Certificate.

OR III: One year experience in the California state service performing the duties of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

AND

EDUCATION: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Special Investigator positions assigned APeace Officer status (as defined by California state law) must possess the educational equivalent to completion of the twelfth grade.

SPECIAL PERSONAL CHARACTERISTICS: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; reliability; satisfactory record as a law-abiding citizen; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving or stationary surveillance; willingness to pursue potentially violent repeat offenders and effect their arrest; willingness to use all appropriate means to carry out peace officer duties; ability to work under stress and adverse conditions; exercise good judgment; demonstrate good work habits; and satisfactory completion, as a condition of probation, of all training prescribed by POST.

AGE REQUIREMENT: Minimum age requirement at time of appointment: 21 years.

CITIZENSHIP REQUIREMENT: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is ended.

FELONY DISQUALIFICATION: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

FIREARM CONVICTION DISQUALIFICATION: Anyone who is restricted for employment-related purposes from assessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

ADDITIONAL DESIRABLE QUALIFICATION: Possession of the appropriate Commission on Peace Officers Standards and Training certificates.

APPLICATION FOR EXAMINATION INFORMATION: In completing item 9.b. of the Application for Examination, you may answer ANO to the question AHave you ever been convicted by any court of a felony? if;

1. The record of such an incident has been sealed in accordance with Penal Code Section 851.7, 851.8, 1000.5, 1203.45, or
2. The record of such an incident has been expunged or is expungable pursuant to Health and Safety Code, Section 11361.5, which pertains to various marijuana offenses, or
3. The conviction was under Health and Safety Code, Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per Section 4852.16 of the Penal Code).

BACKGROUND INVESTIGATION INFORMATION: Pursuant to Government Code Section 1031, persons successful in peace officer examination shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone an Employment Development Department background investigation may be required to undergo an additional background investigation.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Qualifications Appraisal - Weighted 100%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. Criminal law and criminal investigative techniques and procedures.
2. Rules of evidence and court procedure.
3. Laws of arrest, search, and seizure, including search and seizure of computers.
4. Evidence securing and preserving.
5. Service of legal process and the legal rights of citizens.
6. Interview and interrogation techniques, processes, and procedures.
7. Interpreting and applying the provisions of the California Unemployment Insurance Code, California Penal and Evidence Codes, and related State and Federal statutes.
8. Sources of information used in locating persons.
9. General training techniques and methods as applied to peace officer training.

B. ABILITY TO:

1. Plan and conduct the most difficult and complex criminal investigations of alleged fraud violations.
2. Conduct background and/or internal affairs investigations.
3. Apply laws and rules of evidence to specific situations.
4. Gather and analyze facts and evidence.
5. Write clear and concise reports of investigation for local, State, and Federal prosecutors.
6. Analyze situations accurately and take appropriate action.
7. Interview witnesses and interrogate suspects.
8. Participate in undercover and surveillance assignments.
9. Establish and maintain effective working relationships and be able to communicate effectively before groups.

10. Use sophisticated evidence gathering and photographic equipment.
11. Plan and coordinate complex fraud investigations involving surveillance and tailing activities, service of multiple search warrants, felony arrest warrants, and undercover operations that involve sensitive handling of suspects.
12. Prepare and execute search warrants to include the search and seizure of computer evidence.
13. Make felony arrests.
14. Testify as an expert witness for prosecutors in State and Federal courts.
15. File criminal complaints.
16. Prepare and serve subpoenas.
17. Act as lead investigator and trainer over entry-level investigators.

ADDITIONAL EXAMINATION INFORMATION: A list will be established based on the Qualifications Appraisal Panel results. As vacancies occur, candidates who are eligible for appointment will be contacted for a pre-employment interview process must also pass the following tests before appointment.

REQUIREMENTS:

- X You must receive clearance from comprehensive medical, psychological and background evaluations before appointment.
- X No spousal abuse or felony convictions.
- X You must be eligible to possess a firearm.

PHYSICAL AGILITY TEST - PASS/FAIL: The physical performance test will be a test of strength, agility, balance and endurance. Specific descriptions of each physical performance test will be provided to successful candidates prior to the Physical Agility Test.

PSYCHOLOGICAL SCREENING TEST - PASS/FAIL: Government Code Section 1031 (f) and POST Regulation 1002 (a) (7) require psychological screening of applicants for peace officer classifications.

MEDICAL EXAMINATION - PASS/FAIL: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

POLYGRAPH EXAMINATION: The candidate may be required to take a polygraph examination.

ELIGIBLE LIST: A departmental open list will be established for the DTSC. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE POINTS: will be added to the final score of all competitors in the examination who qualify for, and have required, these points, and who are successful in the examination. Due to changes in the law, which became effective August 21, 1994, you must reapply even if you have previously established your veterans eligibility with the State Personnel Board. Effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** (See General Information regarding veteran's preference points.)

EXAMINATION LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the N/A, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 323-2679/

CALNET 8-473-2679 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Berkeley, Glendale, Cypress, and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open nonpromotional examinations is granted as Veterans Preference Application form (1090) which is available from State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833 (Rev. 8/90) Printed on Recycled Paper